

New Business Process for Rescissions/Program Decreases

New organization codes have been established in CFS for each Line Office to act as a depository specifically to receive funds identified as Rescissions and/or Programs Decreases. When organizations are required to return funds for rescissions or program decreases, the TRNSFR Change Code functionality will be used to automatically transfer funds to the new organization. This new organization will be used exclusively for the Rescissions/Program Decreases (RPD) transfer method.

In this new process the user will create a Change BOP, selects TRNSFR and enter the new RPD organization created for your Line Office in the Corresponding Org field. When the TRNSFR BOP is approved, the FMC's allotment is reduced and the RPD Organization's allotment is increased. NOAA Budget Office (BEX) will complete all Rescissions/Program Decreases using the RPD Organization.

This new process will eliminate the problem that has occurred where the allotment reductions are not taken from the same quarter that was impacted by the negative BOP. It will also eliminate the issue of coordinating the negative BOP approvals before the negative allotment is done. Once the transfer is made to the new RPD organization, BEX can complete the negative allotments without worrying about obligations since the new RPD organization should never have any obligations against it.

Since all reductions will be collected under one organization, a better audit trail will be established to track the transactions for both BEX and the Line Offices. Also, BEX will have more control and flexibility as to how and when rescission/program decrease allotments are completed.

This new procedure was agreed upon by the NOAA Budget Office and the Business Rules members.

The following Org Codes are now available for this new process.

New Level 1 NOAA Organizations

98 – NOAA Budget – Rescissions/Program Decreases (RPD)

New RPD Organizations for Transfers

98-01	NOAA BEX - RPD for USec
98-06	NOAA BEX - RPD for Staff OFCs
98-08	NOAA BEX - RPD for NMAO
98-10	NOAA BEX - RPD for NOS
98-20	NOAA BEX - RPD for NWS
98-30	NOAA BEX - RPD for NMFS
98-40	NOAA BEX - RPD for NESDIS
98-50	NOAA BEX - RPD for OAR
98-60	NOAA BEX - RPD for PPI

(Ex., a program decrease to be taken by an organization in NWS would use the RPD organization code of 98-20 in the Corresponding Org field.)

The NOAA Budget Office will notify your Line Office when to use this new business process for future reprogramming and program decreases.

FM066 – Budget Operating Plan (BOPs)

Change Codes

TRNSFR – Since the allotments are set for ORG2 for most Direct and Reimbursable funds, the system will automatically transfer funds to the FMC of the organization identified in the Corresponding Org field. It will also be used to transfer funds to the NOAA Budget – Rescissions/Program Decreases (RPD) office for Rescissions and Program Decreases.

REPROG – A review of the FY 2006 BOPs indicates that several users continue to use the Change Code REPROG even though it has been stated in four previous Advisories not to use the REPROG code. As stated in an earlier Advisor, using the REPROG code updates the Congressional Established Reprogramming Threshold screen and should only be used when notified by the NOAA Budget Office for an official reprogramming. Because NOAA has not had to use this code for the purpose for which it was intended, the REPROG code has been deactivated. It will no longer be available in your List of Values for Change Codes.

REPROG – Has been deactivated. Will no longer be available in the List of Values

TRNSFR – Also used to transfer funds for Rescissions and Program Decreases.

Code	Description
ADJUST	OTHER ADJUSTMENTS TO BOPS
RCADJ	RECLASSIFICATION ADJUSTMENT
REPROG	INTERNAL REPROGRAMMING
TRNSFR	ALLOTMENT TRANSFERS BETWEEN ORGANIZAT

WF002 – As discussed in Advisory No. 06-04, approvers are not able to view the Budget Operating Plan (FM066) from the Document Requiring Approval (WF002) screen. The fix to correct this problem is included in the code that is expected to be promoted to Production on June 24. Approvers will have this functionality after the June 24th software promotion.

Quick Reports

BOP Transactions by Quarters (QR0049) – (modified) – Now available in Production. The Plan No. has been added to the parameter screen. This will allow users to view all the transactions associated to a particular Plan No.

BE Check for Closed Budget Months (QR0069) – (new) – Now available in Production. This report will check for BOPs that are on the Document Requiring Approval screen (WF002) for detail lines with budget months from closed GL months.

QR101 - Quick Reports

Report Header Report Mode: ☒ DEFAULT ☐ PDF ☐ TXT Report ID: User Name:

CHARACTER VALUES	NUMERIC VALUES	DATE VALUES
	EMPLOYEE NO: <input type="text" value="3994"/>	

Enter in your approver's employee number

The report checks each detail line for any budget month that is earlier than the current open month. Each transaction displayed will indicate the object class and the budget month that needs to be changed.

The Open G/L Period for this report is May, which is Budget Month 8. Therefore any month less than 8 will be displayed on the report.

REPORT RUN DATE: 23-MAY-2006 02:19:52
 REPORT ID: QR0069
 INSTANCE: SITEST2

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 BE-CHECK FOR CLOSED BUDGET MONTHS

EMPLOYEE NO: 3994 OPEN G/L PERIOD: 31-MAY-2006

BOP TRANSACTION NO.	BUDGET MONTH	OBJECT CLASS
422771	71	21-00
422771	71	26-00
422771	71	31-00
422781	71	25-00

This report can approximately 0 minutes

It is very important that approvers run this report before approving a BOP. When BOPs are approved after a month has closed with budget months that are earlier than the current open period, the budget plans in the reports for the same month will show different amounts from when they were printed earlier. This has been a problem identified with the Monthly Variance Analysis reporting.

If you do not know your employee number, you can obtain the number by:

- Requesting your employee number from your Line Office headquarters. They have a list of your Line Office BOP approvers.
- Write to Client Services requesting your employee number.

CBS Website

The Budget Information section has been updated to include the Monthly BOP Worksheet Standard Operating Procedure (SOP) to provide the user with detailed instructions for completing the worksheet. We have also made a few superficial changes to the worksheet to complement the SOP. Also, the Quarterly BOP Worksheet has been removed from the website. Following is a snapshot of the updated webpage:

Monthly BOP Worksheet: [Click here](#) to download the **Monthly BOP Worksheet** (updated 5/8/06) in Microsoft Excel (.xls) format (33 KB). **NOTE:** Use **Internet Explorer** for best results on the worksheet. **Netscape** users utilize the *compressed file below*. This worksheet and the Standard Operating Procedure below are designed to duplicate the field elements in the CBS Budget Operating Plan (BOP) Detail Screen (FM066). It replicates the functionality of the calculated fields for the Leave and Overhead amounts that will be applied to a budget plan. It also calculates the GSA rate for a reimbursable task plan. This worksheet is an optional tool to assist users in planning their funds before entering the BOP in CBS. The worksheet contains some limited explanations for each section. Any questions regarding the use of this worksheet may be directed to the CBS Clientservices Help Desk on (301-427-1023) or emailed to clientservices@noaa.gov. [Click here](#) to download the Monthly BOP Worksheet as a self-expanding compressed file. After downloading and to expand the file back into its original size (~33KB) and format, simply locate the file with Windows Explorer and execute it by double clicking the file name with your left mouse button.

Monthly BOP Worksheet Standard Operating Procedure (SOP): [Click here](#) to download the **Monthly BOP Worksheet Standard Operating Procedure (SOP)** (updated 5/8/06) in Microsoft Word (.doc) format (146 KB). The SOP provides detailed instructions for completing the worksheet. Any questions regarding the use of this SOP may be directed to the CBS Clientservices Help Desk on (301-427-1023) or emailed to clientservices@noaa.gov.